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**Program Enhancement Plan (PEP)
Continuous Quality Improvement (CQI)
Full Committee Meeting Minutes
January 17, 2006**

Welcome and CQI Updates: Dave Titus

- Federal Review 1/9/06: Reviewers were in Madison to meet with numerous members of the PEP committees to obtain status updates regarding implementation.
- Two separate two day Quality Service Review (QSR) trainings will be occurring during either the week of March 20th or 27th. This training is intended for people who want to pursue certified peer reviewer status. Interested people should plan on attending one of the two day trainings and need to commit to two weeks of reviews in the year following the training to complete the certification process. Certified peer reviewers will then be eligible for financial compensation for each review in which they participate.
- Technical assistance to counties after a review occurs may be necessary depending on the counties ability to capitalize on the review information. Some of this assistance will come from Area Administration or other local sources. The CQI program will have the ability to contract with an outside source to provide other counties with technical assistance.
- Waukesha County review was a positive experience for the team as well as the county. Waukesha County is in the process of addressing some of the items that were identified in the summary conference.
- A discussion occurred regarding planning for further analysis of findings though out the stated each year. The hope would be that a learning process would occur between counties who could share what they are doing to attain the strength ratings. Is this committee the place for future analysis to occur? This committee was established to implement the quality assurance (QA) system. What is the next step or role for this committee and its connection to the CQI process?
- Data transfer training was conducted during the week of January 6th, 2006. The data that is collected in the roll up sheets while on a review can now be compiled/analyzed in-house by State or The Management Group (TMG) staff. This will be tried for the first time in Iowa County with the technical support from Jan Black of HSO.
- The committee received a hard copy of the proposed schedule through 2007. Dates for specific weeks are proposed for 2006 reviews. Months have been proposed for the reviews in 2007.

Tribal Role/Participation: Committee

- Harry along with other Division of Children and Family Services (DCFS) staff will be meeting with the Tribal Council on February 2, 2006 to discuss the role of the tribes in the CQI review process. The tribes will be offered the opportunity to participate in upcoming reviews as either Shadow 1's or 2's.

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Results of the Federal Review/Status of PEP: Harry Hobbs

- The Federal Reviewers were in Madison to evaluate the progress of the PEP Implementation. The reviewers were impressed with the work that has been done up to this point, in particular the joint effort with Children's Court Initiative (CCI) and Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS). They also were interested in the work that is being done with Milwaukee. They also asked questions regarding the interface with tribes and what is happening in counties after the review has occurred. Directors at this meeting reported the positive impact that the CQI team has had in counties that have been reviewed. There was discussion from the Directors regarding concerns about the lack of fiscal support to implement changes after the review has occurred. The Federal reviewers also were interested in how Wisconsin settled on the QSR and the process that is in place at this time. The reviewers were surprised and impressed with the design and implementation of the overall QA system in Wisconsin. The reviewers are open to changes to the PEP and requested that Wisconsin complete any negotiations during the sixth quarter.
- The next Child and Family Services Review (CFSR) in Wisconsin is anticipated to occur during the summer of 2008. The general structure will remain the same. Cases will be selected from a time period of 12 months prior to the review.

QSR Preliminary Report Sharing: Committee

- The power point presentation from the Washington County review was shared with the committee as part of this discussion. Thank you to Mike Bloedorn for sharing this information. The general consensus from the committee is that the agency is encouraged to share this information themselves once the final report is completed. Members of this committee are hesitant to recommend that these reports be placed on the DCFS Bulletin Board. There was extensive discussion about sharing the summary conference power point with community members in a public forum, prior to the release of the final report. This topic will be on the agenda for continued discussion during the March committee meeting. The suggestion was made that sub-committee three may need to reconvene to draft language for a recommendation regarding release.

Crosswalk of QSR to CFSR: Harry Hobbs

- Staff from DCFS, the Office of Program Evaluation and Planning (OPEP) compiled data that had been collected by the CQI team from a recent review. The data was put in a chart that shows which items from the QSR protocol correspond to specific items from the CFSR. Linda Mitchell from the Federal review team has given feedback to Harry regarding what items need to be refined in the next draft of the QSR protocol.

Timeline for Final Report: Janet Poff

- The committee reviewed the Continuous Quality Improvement-Review Time Frame. This is a summary of the CQI process from six months prior to the review through the completion of the final report. This information along with an updated timeline will be posted on the PEP Bulletin Board once approved by the PEP Implementation Committee. The committee recommended that the site leader identify during the review week who will receive the draft report for comments and addendum. It is also recommended that the e-copy be sent marked as priority. The committee approved this information for submittal to the PEP Committee.

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CQI & CCI Synthesizing the Findings: Harry Hobbs & Bridget Bauman

- The CQI and CCI teams are working together to identify the overlap of information that is obtained from the joint focus groups. The teams will be meeting within two weeks of the completion of each review to share pertinent information. There is a Minnesota model that the two teams are looking at for possible ideas or assistance. Linda Mitchell from the Federal review team is interested in the development of this model. CCI and CQI have been asked to submit a call for papers for a conference in Washington D.C. in the spring. A suggestion was made that the CQI reports have a separate section in the agency report that the county Judge could turn to quickly to obtain a summation of the pertinent information.

Next Meeting scheduled for March 8th, 2006 at the Pyle Center